

TEXAS STATE BOARD OF PHARMACY

333 Guadalupe Street, Ste. 3-600 ★ Austin, Texas 78701
512-305-8000 ★ www.tsbp.state.tx.us

LICENSE APPLICATION INSTRUCTIONS CENTRAL PRESCRIPTION DRUG OR MEDICATION ORDER PROCESSING PHARMACY (CLASS G)

IMPORTANT: Read and follow these instructions completely. Failure to submit all the necessary items will delay the processing of your application. Allow 4 to 6 weeks to be notified of receipt or items missing from the application.

Allow a **minimum of 90 days** from the time your application packet is complete, for review and processing. All requested information must be submitted. Any forms that have been previously submitted with an application will not be retrieved for completion of this application. If the application process is not completed within one year from the application receipt date, the application will be withdrawn. **NOTE: if a change in officer, owner, or location occurs while the completed application is under review by TSBP, the application will be cancelled and a new application packet, including application fee, must be submitted.**

Item #'s 1 - 5, and 7, are required for each pharmacy license application. Additional Items listed under #6 may be required. Keep a copy of this checklist and submit one with the application.

- ☐ 1. **Pharmacy License Application – Form [LIC-Class G](#)**
- ☐ 2. **Ownership Form**
 - Partnership or individual – Form [LIC-006](#); or
 - Corporation or Limited Liability Company – Form [LIC-007](#) with the following attachments; or
 - ☐ Certificate of Authority (Corporation Located Out-Of-State) issued by the state in which the corporation is located
 - ☐ Articles of Incorporation (for Corporation) or Articles of Organization (for LLC)
 - ☐ Current Texas Franchise Tax Certificate. (If the Corp/LLC is registered w/TX Secretary of State)
 - Government owned – Form [LIC-008](#).
- ☐ 3. **Managing Officer - Form [LIC-021](#)** provides “background” information to be submitted by each of the top four Managing Officers.
- ☐ 4. **Lease Agreement/Property Ownership** - Attach a copy of lease agreement between the owner of the pharmacy and the owner of the building in which the pharmacy is located. In cases where the real property is *owned by the pharmacy license holder*, a notarized statement to that effect signed by the owner, must be submitted. See Form [LIC-004](#) (*this form is NOT considered a lease agreement*).
- ☐ 5. **New Pharmacy Checklist - Form [LIC-018](#)** lists the minimum infrastructure requirements needed to apply for a new pharmacy license and must be submitted with a New Pharmacy Application.
- ☐ 6. **Submit Additional Requirements for prospective owner who does not own a pharmacy licensed by the Texas State Board of Pharmacy at the time of application.**
 - ☐ A copy of **birth certificate or passport** and **current driver’s license or state issued photo identification card** if the individual owner, managing officer(s) or partners are not Texas licensed pharmacist.
 - ☐ Approved credit application or other proof of credit worthiness from a primary wholesaler (i.e. contingent approval letter).
 - ☐ If a closely-held corporation, a list of all owners.
 - ☐ If a publicly-held corporation, a copy of the corporation's 10K Filing with the Security and Exchange Commission.

Prior to the issuance of a license for a pharmacy located in Texas, the board shall conduct an on-site inspection of the pharmacy in the presence of the pharmacist-in-charge and owner or representative of the owner, to ensure that the pharmacist-in-charge and owner can meet the requirements of the Texas Pharmacy Act and Board Rules

- ☐ 7. **COMPLETE AND SUBMIT** the Pre-Inspection Checklist (form # [LIC-000A](#)) to indicate the pharmacy is ready for an on-site inspection. **Note:** The on-site pre-inspection may not be required if the prospective owner has an ownership interest in any other pharmacy in Texas at the time of application. This exemption applies only to the pre-inspection requirement.